



# ARIZONA STATE UNIVERSITY

## Benefits Overview

**October 1, 2007 –  
September 30, 2008**

Arizona State University  
Office of Human Resources  
(480) 965-2701  
www.asu.edu/hr/benefits

*Please note:  
The information contained in this brochure  
is not binding and is subject to change at any time.  
ABOR policies, ASU policies,  
ADOA policies and vendor contracts  
govern benefits eligibility and coverage.*

**Please read applicable ASU Policies and  
Benefit Plan Documents for complete information.**

### Benefits Eligibility

Employees are generally eligible for benefits if they are a regular or long-term employee working 50% or more FTE for at least six consecutive months.

### Eligible Dependents

- The employee's legal spouse, and/or
- The employee's unmarried children under age 19 or those age 19 through 24 if a full-time student.

### IMPORTANT: Effective Dates

Holiday pay, vacation and sick leave accrual, qualified tuition reduction benefit, basic life insurance, and long-term disability insurance begin on the employee's first day of employment.

Health coverages (medical, prescription, dental, and vision), short-term disability, flexible spending account plans and supplemental life insurance are effective the first of the month following the date of eligibility. Elections MUST be made within 31 days of eligibility. If you fail to enroll within the 31-day enrollment period, you will NOT have insurance until the next Open Enrollment or unless you have a qualified family status change.

### Medical Coverage

The State of Arizona Benefit Options Plan offers three EPO (Exclusive Provider Organization) and two PPO (Preferred Provider Organization) networks to choose from. Employees living outside Arizona have services through the Beech Street PPO network.

Medical Coverage – Monthly Rates			
EPO Choices	Single	EE + 1	Family
RAN+AMN	\$25.00	\$50.00	\$125.00
Schaller Anderson	\$25.00	\$50.00	\$125.00
UnitedHealthcare	\$25.00	\$50.00	\$125.00
PPO Choices			
AZ Foundation	\$140.00	\$280.00	\$390.00
UnitedHealthcare	\$140.00	\$280.00	\$390.00
Beech Street	\$25.00	\$50.00	\$125.00

### Dental Coverage

Two Preferred Provider Organization and two Pre-Paid (Dental Maintenance Organization) plans are offered.

Dental Coverage – Monthly Rates		
Pre-Paid Choices	Single	Family
Assurant Dental	\$ 4.68	\$ 18.02
Employers Dental	\$ 4.02	\$ 18.02
PPO Choices		
Delta Dental	\$ 14.56	\$ 54.14
Met Life Dental	\$ 12.90	\$ 45.00

### Vision Coverage

Participating and non-participating services are available through the Avesis network. Single coverage costs \$6.34 per month and family coverage costs \$17.18 per month.

### Income Continuation

Short-Term Disability coverage can be elected through Standard Insurance Co. or Unum. This coverage provides replacement income up to 66⅔% or 70% of salary up to 26 weeks for a non-work-related disability. The employee pays 100% of the premium on an after-tax basis.

Long-Term Disability (LTD) coverage provides up to 66⅔% of an employee's salary if the employee is unable to work due to an injury or illness. Benefits begin on the 181<sup>st</sup> day of a continuous disability.

Employees who are members of the Arizona State Retirement System are automatically enrolled with Sedgwick CMS for LTD. The State and the employee each pay 50% of the premium.

Administrators, Faculty, Service Professionals and Academic Professionals who choose to enroll in the Optional Retirement Program are automatically covered for LTD with Standard Insurance Co. Postdoctoral Scholars, while not eligible for retirement, are also covered for LTD with Standard. The State pays 100% of the premium.

## Life Insurance

### Basic Benefit

Coverage of \$15,000 is provided at no cost to benefits-eligible employees.

### Supplemental Options

Employees may enroll in any or all of the following supplemental life insurance programs:

- **Aetna** – Coverage of one, two, or three times annual salary or \$100,000, whichever is less; \$5,000/spouse & \$2,500/children coverage included.
- **Standard Insurance** – Coverage up to three times annual salary (in increments of \$5,000) or \$300,000, whichever is less. Dependent coverage in the amount of \$2,000, \$4,000, \$6,000, \$12,000, or \$15,000 is available separately.
- **ReliaStar** – Coverage of \$10,000, \$20,000 or \$30,000 is guaranteed; up to \$250,000 is available with underwriting. Spouse/dependent coverage is available separately.

## Employee Assistance Program (EAP)

ASU provides every benefits-eligible employee, family members and committed partners free confidential counseling and consultation, resources, referrals, education and training.

## Flexible Spending Accounts (FSA)

These are IRS approved and regulated accounts for unreimbursed healthcare expenses and employment-related dependent/elder daycare expenses.

### Health Care Account

Enrolled employees can contribute up to \$5,000 on a pre-tax basis every calendar year and be reimbursed for eligible medical, prescription, dental, and vision expenses not paid by insurance. Examples of eligible expenses may include co-pays, deductibles, orthodontia, eyeglasses, contact lenses, and certain over-the-counter medications.

### Dependent Care Account

Enrolled employees can contribute up to \$5,000 on a pre-tax basis every calendar year and be reimbursed for eligible daycare expenses. Eligible expenses may include qualified daycare centers for children and adults, babysitters, pre-school, and general purpose day camps.

### FSA Reimbursement

A claim form along with appropriate documentation can be mailed or faxed to the plan administrator and approved expenses will be reimbursed, tax free, via direct deposit or by check.

## Retirement

All employees, with the exception of Postdoctoral Scholars and certain F1 or J1 Visa holders, are mandated by Arizona legislation to be enrolled in a retirement plan.

Classified Staff working at least 20 hours per week for at least 20 weeks in a fiscal year must enroll in the Arizona State Retirement System (ASRS). Employee and university contributions of 9.1% of annual salary are calculated as of the date of hire. Vesting in the university's contributions begins at 5 years and reaches 100% after ten years.

All other employees must choose to enroll in either the ASRS or the Optional Retirement Plan (ORP) within 30 days of eligibility; this decision is irrevocable. Failure to make a timely election will result in retroactive ASRS participation. The ORP offers a choice of TIAA-CREF, Fidelity or AIG Retirement (formerly AIG Valic) for investment. Employee and university contributions of 7% (each) of annual salary begin the pay period following enrollment. Vesting in the university's contributions occurs after five years.

Employees may set aside additional earnings (non-matched) for retirement through a 403(b) and/or a 457 plan. Contribution maximums are limited by the IRS. The effective date for enrollment and changes is the pay period following receipt of forms.

## Vacation

Employees accrue vacation based on a 40-hour work week. Employees working less than 100%, but at least 50%, are credited with vacation leave adjusted to the percentage of time worked.

Classified Staff; 100% Accrual

Years 1 & 2: 3.38 hours per pay period

Years 3 & 4: 4.92 hours per pay period

Years 5 & after: 6.77 hours per pay period

Service Professionals and Administrators accrue vacation at 6.77 hours per pay period.

Faculty and Academic Professionals on a fiscal-year appointment accrue 6.77 hours per pay period; those on an academic-year appointment do not accrue vacation.

Postdoctoral Scholars on a fiscal-year appointment accrue 10 days of vacation in the first contract year and 15 days in subsequent years; those on an academic-year appointment do not accrue vacation.

## Sick Leave

Benefits-eligible employees working 100% FTE accrue 3.69 hours each pay period. Employees working less than 100% FTE, but at least 50%, are credited with sick leave adjusted to the percentage of time worked.

## Holidays

Benefits-eligible employees are granted time off from work with pay for ten holidays designated by the university. Holiday pay is based on an eight-hour work day. Eligible employees who are less than 100% FTE are granted time off with pay for a pro-rated portion of the holiday based on their percentage of FTE. Holidays that are typically observed are:

New Years Day	Labor Day
Martin Luther King's Birthday	Veterans Day
Memorial Day	Thanksgiving (2)
Independence Day	Christmas (2)

## Tuition Reduction Program

The Arizona Board of Regents grants reduced in-state tuition for credit classes to eligible employees, retirees, employees on LTD, and eligible dependents enrolling in courses at Arizona State University, Northern Arizona University, or The University of Arizona.

## Voluntary Plans

All employees may purchase various types of liability insurance from MetLife Auto & Home® and Long-Term Care Insurance from Unum.